

## STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
<b>Senior Specialist Property Appraiser (BOE)</b>		<b>Senior Property Cost Estimator</b>	
UNIT/DISTRICT/LOCATION		POSITION NUMBER	
<b>County-Assessed Properties Division</b>		<b>290-302-5449-010</b>	
SEERA DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
<b>Rank and File</b>	<b>01</b>	<b>2</b>	<b>Property Appraiser</b>
FINGERPRINTS REQUIRED		SUPERVISION EXERCISED	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>Acts in a lead capacity</b>	

### Job Requirements

#### Knowledge of:

- California property tax laws; rules and regulations administered by the Board of Equalization; and related legal opinions and court decisions.
- Advanced appraisal principles and standards; principles of accounting and finance used in appraisal.
- Property assessment procedures used in county assessors' offices
- Basic proficiency in using a personal computer, including various software packages such as word processing, spreadsheets, and database programs for report writing and data analysis.

#### Ability to:

- Apply the above listed knowledge effectively.
- Analyze complex property appraisal situations.
- Evaluate data and draw sound conclusions; evaluate situations accurately and take effective action.
- Evaluate situations accurately and take effective action.
- Prepare clear, complete, and concise technical reports.
- Communicate effectively, both orally and in writing.
- Create and maintain cooperative working relationships.
- Work under pressure and meet deadlines, and be flexible and willing to adjust to changing assignments and priorities.
- Maintain certification as a property tax appraisers.
- Travel up to 50 percent of the time.

## Statement of Position

Under the general direction of a Business Taxes Administrator II (Assessment Services Unit), the Senior Specialist Property Appraiser in the Cost Development Unit independently researches construction costs and prepares written findings and leads others in the work; trains entry-level appraisers and auditor-appraisers. The Senior Specialist Property Appraiser focuses on development of complex cost factors for the taxation of single- and multi-family residences. This position may require up to 50 percent travel. This position is not eligible for an Alternate Work Schedule. Incumbent must be able to perform the essential functions(\*) with or without reasonable accommodations.

PERCENTAGE OF TIME SPENT	DUTIES
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70%\*

Line/Lead Responsibilities

Acting in a lead capacity, conducts the annual study to determine the increase or decrease in construction costs for single- and multi-family residential properties. Reviews and interprets data conclusions and written documents prepared by lower-level appraisers. The Senior Specialist Property Appraiser compiles the data into the revision of Assessors' Handbook Section 531, *Residential Building Costs*, which is adopted annually by the Board, and used by California county assessors' staff for appraisals involving the cost approach to value.

Prepares written communications of Board policy or department advisory opinion in several formats, including but not limited to the following: (1) modifications or additions of advanced theory for real property sections of the *Assessors' Handbook* (a published guide on assessment methods and procedures used by county assessors' offices statewide); (2) Letters To Assessors (a formal means used by the department and the Board to communicate current policy and advisory opinions to county assessors); (3) Special Topic Surveys (reports on statewide assessment practices in specific areas); (4) drafts of proposed changes to existing property tax statutes or rules; and (5) memoranda or issue papers on difficult and/or controversial property tax issues of interest to the Board.

20%\*

Training Responsibilities

Prepares and conducts training for entry-level appraisers and auditor-appraisers on the basics of the reproduction and replacement cost approaches to value, and the standard classification system in categorizing design and construction type, quality, shape, and area class for single-family residential properties. Instruction in the field includes taping, computing area square footage, and completing an appraisal record, including development of a schematic drawing of the property.

5%

Miscellaneous Duties

Represents the Board and the department at regional and statewide conference with various groups interested in property assessment law, rules, policies, and procedures. Testifies at Board meetings, before legislative committees, and as an expert witness in court and before county assessment appeals boards.

Confers (externally) with county assessors, tax collectors, and other higher-level government officials; and (internally) with division chiefs, department heads, and agency directors as an expert on real property construction building costs.

5%

As necessary, performs other duties to cover the workload.

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*I have read this duty statement and fully understand my assigned duties.*

EMPLOYEE'S SIGNATURE

DATE

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*I have reviewed these duties with the above named employee.*

SUPERVISOR'S SIGNATURE

DATE